

CHARTER COMMISSION  
2/06/06 MEETING

1. Public Works Director vs. County Engineer
2. Citizens' Advisory Committee for Parks and Recreation
3. Administrator of Boards & Commissions

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Public Works Director vs. County Engineer

- Hawaii: Director of Public Works and Environmental Management (Charter Section 8-5.2)
- Maui: Director of Public Works (Charter Section 6-7.2; 2000 Charter amendment changed position from chief engineer to director of public works)
- Honolulu: Director of Transportation Services (Charter Section 6-1701) & Director of Parks & Recreation (Section 6-1401)

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Citizens' Advisory Committee for Parks

- Honolulu: Arborist Advisory Committee & Mayor's Beautification Advisory Committee
- Hawaii County: Arborist Advisory Committee and Bicycle & Pedestrian Advisory Committee
- Maui County: Arborist Advisory Committee

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### Citizens' Advisory Committee

- Charter Section 6.03, Creation of Advisory Committees, gives the Mayor or department heads, with the approval of the Mayor, the authority to appoint advisory committees.
- Term cannot exceed the term of office of the appointing authority.
- No pay but expenses reimbursed by appointing authority
- No staff but employees of department shall furnish services as needed by the committee.

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### Administrator Of Boards & Commissions

1. Other Counties – No other county has this type of position in their Charter.
2. Proposed Amendment
3. Questions/Comments
4. Another Approach

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### 2. Proposed Amendment

Shall there be an Administrator of Boards & Commissions appointed by the Mayor and approved by the Council, who shall oversee all boards & commissions and serve as liaison between the boards & commissions, the Mayor and the Council. The Administrator shall have a minimum of three years experience in an administrative capacity in government. The duties of the Administrator shall include, but not be limited to, the following:

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Proposed Amendment

- 1) maintain a listing of all boards and commissions, and members thereof.
- 2) develop and maintain the minimum qualifications necessary for all boards and commissions, which qualifications shall be established by ordinance.
- 3) maintain a pool of qualified applicants for all boards and commissions.
- 4) submit the names of qualified applicants to the mayor and/or council, as appropriate, when vacancies arise.

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Proposed Amendment

- 5) insure that all boards & commissions have the resources and staff support to function properly and meet their responsibilities.
- 6) to track and publicize the various meetings, events, of all boards and commissions.

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Proposed Amendment

- 7) to assist in implementing the various rules of procedures for all boards and commissions.
- 8) to assist in the budgeting, financial reporting & funding for all boards and commissions.
- 9) to assist as requested by any board or commission, unless otherwise provided in this Charter.

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### 3. Questions/Comments

- Have we identified the problem we are trying to address? We may be applying a fix without knowing what the cause is.
- Could this be done without a Charter amendment, i.e., through the budget process?

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### Questions/Comments

- Where would Administrator be in the organization of the County.
- Some commissions, e.g., those tied to a department like the Planning Commission seem to be functioning as they should with adequate oversight by the Department. Should this responsibility be transferred to the Administrator?

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### 4. Other Approaches

- Create a fund under Charter §19.15.B, similar to the Public Access, Open Space, Natural Resources Preservation Fund, for the purpose of supporting the work of all boards & commissions.
- This can be done by ordinance. Charter §2.02. Exercise of Powers. All powers of the county shall be carried into execution as provided by this charter, or, if the charter makes no provision, as provided by ordinance of the county council.

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